

BUSINESS INFORMATION WAREHOUSE FOR PURCHASING



BW Release 3.0B

Slide 1

BW WORKSHOP AGENDA

● BW Workshop I Schedule (AM)

- 8:00 – 8:10 BW overview
- 8:10 – 9:00 BW Query Terms
- 9:00 – 9:30 Reports Detail
- 9:30 – 10:00 Exercises

● BW Workshop II Schedule (AM)

- 10:00 – 10:10 BW overview
- 10:10 – 11:00 BW Query Terms
- 11:00 – 11:30 Reports Detail
- 11:30 – 12:00 Exercises

● BW Workshop III Schedule (PM)

- 1:00 – 1:10 BW overview
- 1:10 – 2:00 BW Query Terms
- 2:00 – 2:30 Reports Detail
- 2:30 – 3:00 Exercises



WORKSHOP OBJECTIVES

- **Raise user awareness about SAP BW**
- **Understand the Components of BW**
- **Understand the How-To-Use the BW Tools**
- **Provide an overview of SAP BW Web-based reporting**
- **Create understanding of the data contained in the reports**
- **Create the ability to select & execute a standard report**



BW OVERVIEW



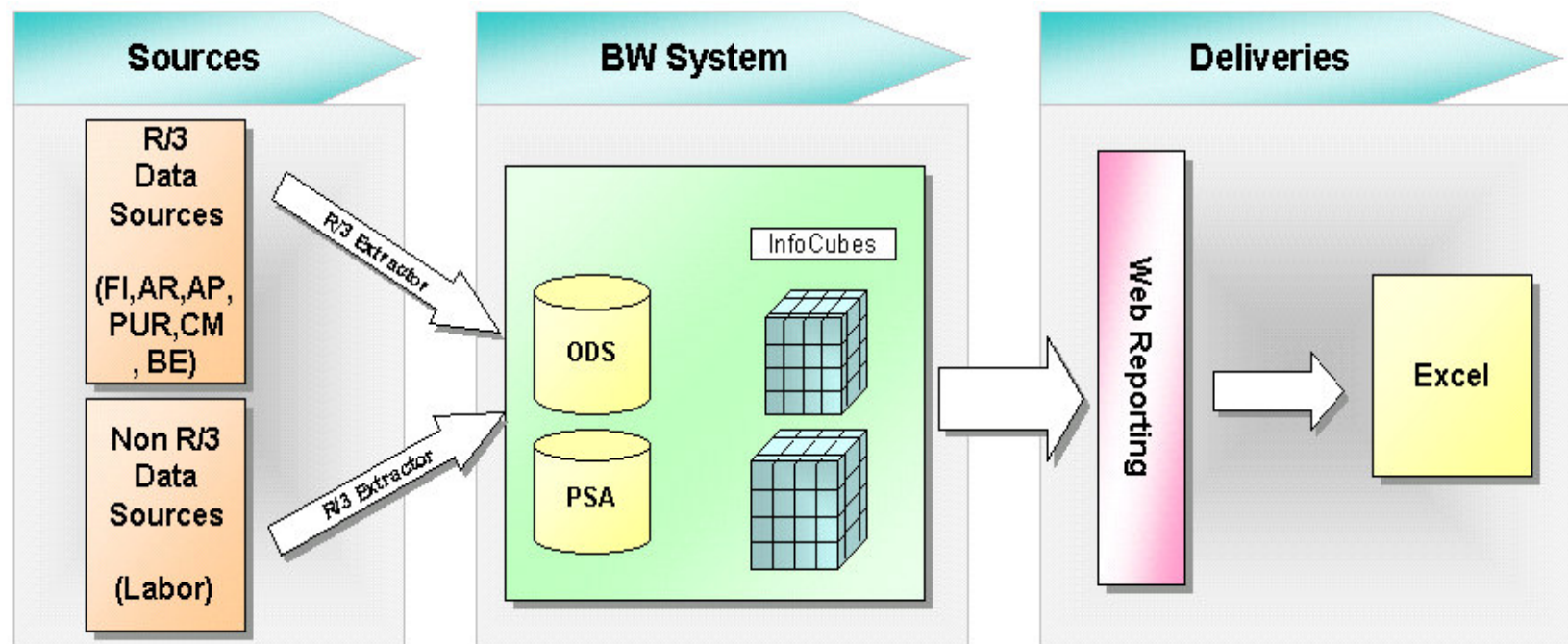
BW OVERVIEW

● Why BW Reporting

- BW provides canned reports that have been customized for NASA
- BW provides NASA specific queries to run Ad hoc business reports
- Provides business intelligence reporting and analysis from R/3
- BW has Web-based reporting capabilities
 - 1 Accounts Payable (AP)
 - 5 Accounts Receivable (AR)
 - 8 Budget Execution (BE)
 - 9 Cost Management (CM)
 - 16 Executive Information System (EIS)
 - 18 Purchasing (PUR)
 - 4 Standard General Ledger



BW OVERVIEW



BW AWARENESS

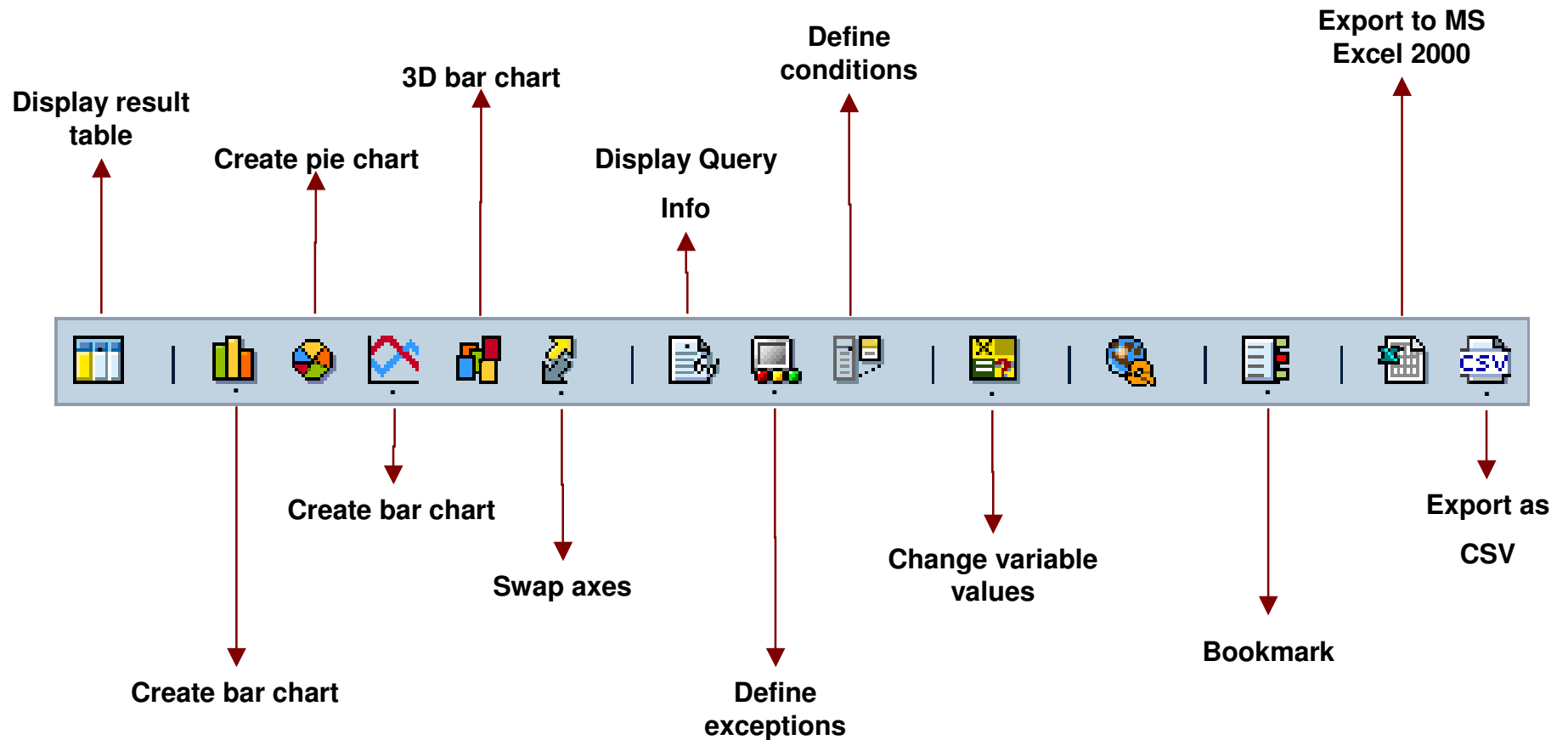
- **BW will time out after 30 minutes of inactivity**
- **BW data is updated nightly Sunday-Thursday evenings around 12:00am CST**
- **The data in reports will only go back as far back as when the data was converted**



BW QUERY NAVIGATION



QUERY NAVIGATION TOOLBAR



BW QUERY TERMS



QUERY TERMS: KEY FIGURES & CHARACTERISTICS

● Key figures

- Key figures are the measure of facts of the business.
- Calculations are performed on Amounts aka Key Figures (Net sales, Invoice value)
- Examples:
 - Net sales
 - Number of employees
 - Invoice value, etc.

● Characteristics

- Listed alphabetically from left to right
- Non amount fields (WBS Element, Cost Center)
- Characteristics are used to aggregate and analyze key figures
- Calculations cannot be performed on characteristics
- Examples:
 - Material
 - Customer
 - Plant
 - Company code, etc.



QUERY TERMS: CALCULATED KEY FIGURES

- **Calculated Key Figures (CKF) are key figures that are derived from other key figures usually via a calculation**

- **Examples:**

- Percent increase in sales is can be calculated using sales for current year and previous year sales
- Revenue is a calculated key figure from sales - expenses



QUERY NAVIGATION

Navigation Demo

- Please refer to Web Reporting End User Guide



PURCHASING QUERY TERMS

● Purchasing Navigation Block (Variables)

Examples

- | | |
|-----------------------------|----------------------------|
| ➤ Plant | (Dryden – DFRC) |
| ➤ Fiscal year/Period | (December 2003 – 003/2003) |
| ➤ Fund Cancellation date | (06/19/2003) |
| ➤ Purchase Order | (45000000002) |
| ➤ Current Date | (06/19/2003) |
| ➤ Purchasing Group (PGrp) | (Jim Hillman – DAE) |
| ➤ Purchase Requisition (PR) | (4200000369) |
| ➤ Fiscal year | (2002, 2003) |
| ➤ Fund Expiration Date | (06/19/2003) |
| ➤ Contract (K) Type | (ex: 04 -) |
| ➤ PPC | (see PPC Matrix) |



PURCHASING QUERY TERMS

● Purchasing Key Figures/Characteristics

- Total Fiscal year Committed * (\$\$)
- Total Fiscal year Un-Obligated * (\$\$)
- Total Fiscal year PPC amounts * (\$\$)
- Total Fiscal year EOC amounts * (\$\$)
- Total Fiscal year Contracts amounts * (\$\$)
- Total PO amounts * (\$\$)
- Total PR expiring amounts * (\$\$)
- Total PR Fiscal year Amounts * (\$\$)
- PR Period Counts * (\$\$)
- Outline Agreement
- Outline Agreement Line Item (LI)
- Purchase Doc Type
- Storage Location (DFRC)
- Type of Business
- Type of Industry

(* Key Figures)



PURCHASING QUERY TERMS

● Purchasing Characteristics

	<u>Examples</u>
➤ Validity Period Start	(04/23/2003)
➤ Validity Period End	(04/08/2006)
➤ Fund Mgt (FM) Operating Plan	(DFRC)
➤ Vendor	(Allen Peter W – 0000000040)
➤ WBS Element	(10-048-00)
➤ Admin Comp Date	(05/21/2003)
➤ Physical Comp date	(06/12/2004)
➤ Business Area/Center	(Dryden Flight Research Center – 24)
➤ Purchase Organization (Porg)	(Dryden Procurement – DFRC)
➤ Cost Center	(NASA/21APS)
➤ Document Number	(5600013114)
➤ Fiscal Year Variant	(2003)
➤ Fund	(CF 1992 DIRB – CF061992D)
➤ Funds Center	(22-2807)
➤ G/L Account	(Advances from Others – 2310.000)
➤ Activity	
➤ FIPS 95 Code	



PURCHASING REPORTS



PURCHASING REPORTS PURPOSE

● Purchasing Reports Purpose

- Reports that reflect purchasing obligations, contracts, purchase orders status, and purchase requisition status.
- Reports that provide purchasing analysis by fiscal year, Fiscal period and ITD.
- Reports that can be sliced and diced on key figures, characteristics and aggregates.



BW APPLICATIONS by MODULE

● Purchasing

➤ 18 Reports

Purchasing	
	PRRPT7 - Obligations by PPC/EOC/Contract Type - FY
	PRRPT7 - Obligations by PPC/EOC/Contract Type-Fiscal Period
	PRRPT9 - PPC/EOC/Contract Type Counts
	PRRPT16 - Total Obligations and Actions - ITD
	PRRPT23 - Overage Closeout Analysis - Age
	PRRPT24 - ULOs and Closeout Tracking - ITD
	PRRPT26 - ULOs and Expired Contracts - ITD
	PRRPT27 - POs in Canceling Funds to Review - ITD
	PRRPT27 - PRs in Expiring Funds to Review - ITD
	PRRPT29 - Center Operational & Workload Status by Doc - ITD
	PRRPT29 - Center Operational & Workload Status by Doc - FY
	PRRPT30 - Status of PRs - FY Amounts
	PRRPT30 - Status of PRs - Fiscal Period Amounts
	PRRPT30 - Status of PRs - Fiscal Period Counts
	PRRPT30 - Status of PRs - PR Age Counts
	GENRPT2 - Analysis of Work In Progress - ITD
	GENRPT2 - Analysis of Work In Progress - FY
	GENRPT2 - Analysis of Work In Progress - Fiscal Period



BW APPLICATIONS by MODULE

● Purchasing Report Names

- (PRRPT7) - Detail Fiscal Year Financial Obligations by Contract/PPC/EOC
- (PRRPT7) - Detail Financial Obligations by Contract/PPC/EOC per Period
- (PRRPT9) - Total Number of Contracts/PPC/EOC per Fiscal Period
- (PRRPT16) - Total Financial Obligations per ITD
- (PRRPT23) - Overage Closeout Analysis - Age
- (PRRPT24) - Uncosted/undisbursed obligations and Closeout Summary
- (PRRPT26) - Expired Contracts that are Uncosted/undisbursed obligations and Closeout
- (PRRPT27) - Summary of all Purchase Orders in Canceling Funds per ITD
- (PRRPT27) - Summary of all Purchase Requisitions in Expiring Funds per ITD
- (PRRPT29) - Summary of all committed, Obligated, Unobligated & Cost Amounts per ITD
- (PRRPT29) - Summary of all committed, Obligated, Unobligated & Cost Amounts per FY
- (PRRPT30) - Summary of all Purchase Requisitions Amounts per Fiscal Year
- (PRRPT30) - Summary of all Purchase Requisition Amounts per Fiscal Period
- (PRRPT30) - Summary of all Purchase Requisition Counts per Fiscal Period
- (PRRPT30) - Summary of all Purchase Requisition Aging Counts
- (GENRPT2) - Analysis of Work in Process per ITD (Cost based)
- (GENRPT2) - Analysis of Work in Process per Fiscal Year (Cost based)



ACCESS REPORTS

● Accessing IFMP Production Systems

- For access to SAP R/3, Bankcard, Business Warehouse, Travel Manager, OLQR and web based training
 - <https://access.ifmp.nasa.gov>
 - Bookmark for easy access to IFMP Production Systems

● Accessing OLQR Core Financial Reporting

- Launch Web Brower & enter the following URL
 - <http://olqr-cf.ifmp.nasa.gov>



BW HELP DESK

● Need help with BW?

➤ Contact:

- Help Desk @ BISS Ext. 2477

➤ BW Functional Leads:

- CM/BE Laura Peters & Kimberly Stevenson
- AP/AR Jim Walker
- PURCHASING Aubrie Henspeter & Rosalía Toberman
- EIS BW Team



EXERCISES



EXERCISE 1: PRRPT30

● Open and execute: PRRPT 30 Status of PR's – PR Age Counts

● Enter the Variables:

- Plant: DFRC
- Purchasing Organization: DFRC
- Current Date: Today's date
- Purchasing Group: Buyers code (ex: Brian Bowman: DAC)
 - Purchasing Group is an optional field
- Purchase Requisition: leave blank
 - Purchase Requisition is an optional field
- Look at Default view of the report

● Filters/restricted key figures

- Change Display from Key to Key and Text for PGrp
 - Point arrow at PGrp column header and left click once and select Enhanced Menu
 - Select Properties
 - Select drop down arrow by the display option and change option from 'Key' to 'Key and Text'
 - Notice now that the Buyers name and text appears on the report
- Drilling Up function: i.e. To summarize report to only show counts by PGrp
 - Remove drilldown in the navigation block on Document Number, PR Request Date and PR.
 - Notice that the report is now summarized up to the PGrp level.

● Use the following items to practice:

- Use and practice with drop down boxes
- Use and practice with check boxes
- Use and practice with radio buttons
- Make notes of text elements
- Use and practice exceptions (use the BW Web Reporting Navigation Intro hand out)
- Use and practice conditions (use the BW Web Reporting Navigation Intro hand out)



EXERCISE 2: PRRPT16

● Open and execute: PRRPT 16 Total Obligations and Actions ITD

● Enter the Variables:

- Plant: DFRC
- Purchasing Organization: DFRC
- Fiscal Year Period: 09/2003
- Purchasing Group: Buyers code (ex: Brian Bowman: DAC)
 - Purchasing Group is an optional field
- Purchase Order, Contract (K) Type, PPC: leave blank
 - These are optional fields
- Look at Default view of the report

● Filters/restricted key figures

- Change Display from Key to Key and Text for Vendor
 - Point arrow at Vendor column header and left click once and select Enhanced Menu
 - Select Properties
 - Select drop down arrow by the display option and change option from 'Key' to 'Key and Text'
- Also while changing Display change the Attributes:
 - Check boxes for Location, Postal Code and Region
- Notice now that the Vendor names and text appear, also that the location, postal code and region are on the report



Exporting to Excel

To Export to Excel :

1. **Select Export to MS Excel 2000 icon from BW Toolbar**
2. **Select Save As under File menu**
3. **Enter Path and file name in Dialog box.**
4. **Change the Save As Type to the correct format for the file (i.e. Microsoft Excel 97-2000).**
5. **Then click Save**



Bookmarking Reports

To Bookmark a report do the following:

1. **Click on the Bookmark Icon on the BW Toolbar** (third from the right, see slide 10 of presentation for a picture of icon)
2. **The report will jump back to the Variable input screen and compress the URL to be bookmarked**
3. **Select Favorites from your Web Browser window. Select Add to Favorites**
4. **Name the Bookmark and indicate which folder or where to save the bookmark in and click OK**



REVIEW OF COURSE OBJECTIVES

You are now able to:

- Understand Query terms (Key figures/characteristics/Calculated & restricted KF)
- Use reporting tools (web application/browser/analyzer)
- Perform queries Navigation (Drill down/drill across/filter value/display properties)
- Use functionality within query (Exceptions/conditions)

